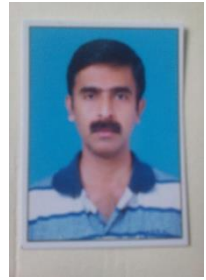


## **Bio - Data**



### **Personal Information:**

**Name** : SUMAN CHATTERJEE

**Father's Name** : Netai Chatterjee

**Date of Birth** : 13<sup>th</sup> March , 1976

**Sex** : Male

**Correspondence Address** : Vill+P.O - DakshinJagaddal  
Dhamaitala Lane  
Near Manik Master Bari  
Kolkata - 700 151  
West Bengal, India

**Contact No** : +91-8622839537

**Email Id** : sumanchatterjee10@gmail.com

**WhatsApp** : +917890918443

### **Academic Qualification:**

- Bachelor of Arts(B.A) from SonarpurMohavidyalaya, Sonarpur, Under Calcutta University, Kolkata

### **Professional Qualification:**

- Completed Certificate course in Computer Application, From Dinbandhu Andrews College Computer Training Center, Branch of The Institute of Computer Engg.(INDIA).
- Completed Certificate course in Desk Top Publishing , From Dinbandhu Andrews College Computer Training Center, Branch of The Institute of Computer Engg.(INDIA).

## **Computer Proficiency:**

- MS-Word , Ms-Excel , Ms-Power Point , FoxPro.

## **Work Experience:**

### **I. A2S Enterprise (June,2020 – Present)**

**Post** : Computer Data Mining Operator  
**Nature of work:** Web Searching for Data & Data Entry

### **II. V. Jalaz ADS Media Pvt Ltd ( Mar,2020 – May,2020 )**

**Post** : Computer Data Entry Operator  
**Nature Of Job:**

- Data Entry of News Paper Classified Advertisement.

### **III. Data Core (I) Pvt Ltd. ( Div. of Development Consultant – DCL ), Salt Lake, Kolkata . (From Aug,2004 – Feb,2020)**

**Post** : Computer Data Entry Operator.  
**Nature of Job :**

- BPO project. Keying Insurance Claim Health Form which is from West Virginia, NJ, LA etc.
- **KPO Project of Pattern Recognition.** Cut and Sorting Advertisement from USA Cable/TV.

### **IV. New Achievement**

**Post** : Computer Data Entry Operator.  
**Nature of Job :** Data Entry of Bank Customers (Central Bank of India, Punjab National Bank) Accounts like Savings, QIDR, MIDR, FDR, RD, and Locker.

### **V. C.S.R.C**

**Post** : As a Computer Operator.  
**Nature of work:** Data Entry of Voter I.D Card

## **VI. Network Systems**

**Post** : As a Computer Operator.

**Nature of work:** Billing, Data Entry.

### **❖ WORK FROM HOME**

- **Data Entry on Property Details Mining, Foreclosure**
- **Data Entry on Numeric Fields**